

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 350 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address	Application Number	Data Received
6-12-79	Georgia Department of Agriculture Plant Industry Division- Pesticide Unit 19 Martin Luther King Jr., Dr. S.W. Atlanta, Georgia 30334	73-300-A	JAN 3 1980
Application Number	Working Title	Date Completed	JAN 10 1980
196	Director-Pesticide Division	Telephone Number	656-4958
2. Person to Contact J. R. Conley		3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-300. Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void May 1, 1973	
4. Dates of Series Earliest Latest 1977 To Date		5. Records Series Title (followed by title used in office, if different) Pesticide Contractor License File	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created? The Pesticide Division, an operational unit of the Plant Industry Division, is responsible for enforcement of the Georgia Pesticide Control Act, the Georgia Pesticide Use and Application Act and the Georgia Treated Timber Act.	
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Annual licensing of all businesses located within Georgia engaged in contracting for application of pesticides.	
Included are:		PEST 094-013, Application for Georgia Pesticide Contractor License, and PEST 090-002, Insurance Certification Form	
File is arranged:		Alphabetic, by last name of Contractor	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records		Letter-size drawers <u>1/8</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ (3 lateral file drawers 30" each - total current volume)	

_____ copy of the series?

If not, where is it?

b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.

X c. Is this a vital record?

X d. Does this series have historical or long term research value?

X e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?

X f. Is the information contained in this series ever published? If yes, attach copy.

X g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.

h. Is there a duplication of this series in your office, or in another office or agency?

X i. If yes, where?

X j. Is this series (or a major portion of it) regularly microfilmed?

k. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law _____ years.

d. Audit period _____ years.

b. Statute of limitation _____ years.

e. Administrative need _____ 2 years.

c. Federal law _____ years.

f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need. Files are updated annually. Legal claims for damages resulting from Contractor's operations will generally arise within two years from time damage occurs. File on discontinued contractors must be maintained for this period to confirm proof of financial responsibility of the licensee at the time damage was incurred.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

Calendar Year; Fiscal Year; Other _____ then,

Hold in the current files area _____ month(s) _____ year(s); then

Transfer to vital holding area; hold _____ year(s); then

Transfer to State Records Center; hold _____ year(s); then

Destroy

Transfer to State Archives for permanent retention

Other (Specify)

Folders for Contractors who do not renew their licenses are transferred to discontinued portion of file and maintained in current files area 2 years, then destroyed.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)

Date

Records Management Officer (Signature)

Date

Ellis D. Sibley

1-3-80

Ellis D. Sibley

1-3-80

Recommendations in para-

graph 12 are approved.
If disapproved, attach letter
of explanation.

State Records Committee (Signature)

Date

State Auditor/Designee

Tom Sibley

1-8-80

Secretary of State/Designee

Carroll K. Hart

1-4-80

Attorney General/Designee

M. K. Klein

1-8-80

see item 24

ATTACH SAMPLES OF THE FILE

Files are arranged alphabetically by license.

10. What is the function of the office in which this record series is created?

The Plant Industry Division is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects within the plant industry, the division formulates and administers the rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apiculture, and other plant industries doing business within Georgia.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to licensing of firms as applicator's of pesticide in Georgia. Included are: original certificate of insurance (no number), agency and terms of coverage. Copy of Form No. AG14061089 (Pesticide Applicator's License).

Original copy of Form No. AG14059013 (Application for Georgia Pesticide Applicators License) which provides the identity of the business, nature of pesticide to be applied, geography areas for which license are requested, type of equipment to be used.

Related Correspondence.

1. Application Date March 29, 1973		2. Agency Application No. 107	
3. Agency, Division, Subdivision & Address Georgia Department of Agriculture, Pesticides Branch, Atlanta, Georgia 30334		4. Person to Contact Rosalie Gohle, 19 Hunter Street, S.W., Atlanta, Georgia 30334	
5. Telephone No. 656-3639		6. Site Director Rosalie Gohle	
7. ACTION REQUESTED			
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION;		<input type="checkbox"/> RECORD WILL CONTINUE TO ACCUMULATE; <input type="checkbox"/> NO FURTHER ACCUMULATION ANTICIPATED;	
8. Earliest & Latest Dates of Series Jan. 73 to date			
9. Exact Series Title PESTICIDE APPLICATOR'S LICENSE FILES			

QUESTIONNAIRE Place an "X" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [x] []
14. Is there a duplication of this series in another office or agency?
Original to applicator and copy to pesticide agent. [x] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [x]
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? [] [x]
21. Does the record series contain documentation produced as EDP printout? [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. [] STATE b. [] STATUTE OF c. [] AUDIT d. [] FEDERAL e. [x] ADMINISTRATIVE f. [] HISTORICAL
LAW LIMITATION PERIOD LAW DECISION VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Georgia Pesticide Applicator's Act took effect 1 Jan 73 hence there are no experience to substantiate the proposed retention requirements.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[x] CALENDAR YEAR -[] FISCAL YEAR -[] OTHER , then:

- [x] Hold in the current files area _____ month(s)/ 2 year(s):
 [x] Transfer to [] State Records Center [] Local Holding Area; hold 2 year(s):
 [x] Destroy.
 [] Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.
 [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>	3/26/73	<i>Ellis D. Sikes</i>	3/26/73
26. Recommendations Agency Head/Designee in paragraph 25 [] Approved [] Disapproved are: STATE RECORDS COMMITTEE	Approved [x] Disapproved [] State Auditor/Designee Approved [x] Disapproved [] Secretary of State/Designee Approved [x] Disapproved [] Attorney General/Designee Approved [x] Disapproved []	<i>William M. Davis</i> <i>Carroll W. Hart</i> <i>Bob McFie</i>	4-30-73 4-24-73 4-30-73